



GOVERNMENT OF ODISHA

ODIA LANGUAGE, LITERATURE & CULTURE DEPARTMENT

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No. OLLCD-OE1-ESTT-0003-2025- 474 /OLLCD, Date- 16.01.2025

TENDER CALL NOTICE


Sealed tenders are invited from interested reputed Travel Agencies/ Tour Operators/ Private individuals for providing 01 (One) no. of AC Petrol driven vehicle having seating capacity not more than 05 (five) including driver, which shall conform to the Terms and conditions (Annexure-A) for official use in the Directorate Wing of Odia Language, Literature & Culture Department on monthly rent basis:

1. The service provider shall have a valid OGST registration to participate in the tendering.
2. The service provider, participating in the bidding process under the jurisdiction of Municipal Corporations, shall be registered on GeM platform.
3. The Vehicle must be in road-worthy condition and shall not be more than three years old from the date of initial registration and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution Certificate, valid Contract Carriage Permit, proof of up-to-date tax payment, etc. mandatory for plying of the vehicle.
4. The Driver of the vehicle must have a valid Driving License for driving light transport passenger vehicles and should be sufficiently experienced for a minimum period of 03 years in driving transport/passenger vehicles .
5. The Drivers should be well-behaved, gentle and obedient in nature.
6. A sum of **Rs.5,000/-** (Rupees five thousand) only shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the Director, Odia Language, Literature & Culture Department, Odisha, Bhubaneswar and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
7. The monthly rate of hiring shall be quoted in the General Bid Information (excluding Fuel and Lubricants).
8. The maximum hiring charge is capped to **Rs.26,000/- per month per vehicle.**
9. The vehicle must achieve a fuel efficiency of **17 Km.** per litre.
10. The Details of the make and year of manufacture of the vehicle, Registration No., mileage (Kms. covered per litre) and name of the Driver, Driving License No. and period of validity should be specifically mentioned in the General Bid Information to be furnished with the Tender paper (Annexure-B).
11. Submission of more than one competitive bid by the same firm or individual in response to this Tender is prohibited. All such bids except the one received first will be cancelled by the Tender Inviting Authority. The decision in this regard by the Tender Inviting Authority shall be final and binding on the bidders.
12. The tender papers complete in all respect should reach the undersigned **on or before 30.01.2025 by 5.00 P.M.** and shall be opened on the next working day, i.e. on **31.01.2025 at 11.30 A.M.** in presence of the bidders or their authorized representatives in the Office chamber

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of the Director, OLL & Culture Department, Sanskruti Bhawan, Kalpana Square, Bhubaneswar-751014. Any change in the schedule due to unavoidable circumstances, if any will be notified in the Official website of the Odia Language, Literature & Culture Department, i.e. [culture.odisha.gov.in](http://culture.odisha.gov.in).

13. The application form of tender containing General bid information and terms and conditions for hiring of vehicle etc. will be available in the Official website of the Odia Language, Literature & Culture Department, i.e. [culture.odisha.gov.in](http://culture.odisha.gov.in).
14. The applicant shall deposit a non-refundable amount of **Rs.1000/-** (Rupees one thousand) only in shape of Account Payee Bank Draft drawn in favour of the Director, Odia Language, Literature & Culture Department, Odisha, Bhubaneswar towards the cost of application along with their application.
15. The tender documents received after the stipulated date and time will not be taken into consideration under any circumstances and will be rejected.
16. All disputes hence relating to this Tender are subject to judicial jurisdiction of the competent Court at Bhubaneswar only.

  
16.1.25  
Director, OLL & Culture

Memo No. 475 /OLLCD,

Date- 16.1.25

Copy forwarded to the P.M.U Cell, O.L.L & C Department, Bhubaneswar with a request to upload the Tender Call Notice and its enclosure in the Official Website of the Odia Language, Literature & Culture Department.

  
16/01/25  
Deputy Secretary to Govt.

Memo No. 476 /OLLCD,

Date- 16.1.25

Copy forwarded to the F.A-cum-Joint Secretary to Govt., O.L.L & C Department for information and necessary action.

  
16/01/25  
Deputy Secretary to Govt.

Memo No. 477 /OLLCD,

Date- 16.1.25


Copy forwarded to all Departments of Government with a request to display the Notice in their Notice Boards for wide publicity.

  
16/01/25  
Deputy Secretary to Govt.

Memo No. 478 /OLLCD,

Date- 16.1.25

Copy forwarded to Accounts Section (Directorate Wing), Odia Language, Literature & Culture Department for information and necessary action.

  
16/01/25  
Deputy Secretary to Govt.



TERMS & CONDITIONS FOR HIRING OF VEHICLE

The following terms and conditions must be fulfilled by the successful bidder for providing vehicle on monthly rent basis:

1. The hired vehicle during period of Agreement shall have all necessary valid MV documents such as valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution Under Control (PUC) Certificate, valid Contract Carriage Permit, proof of up to date tax payment, etc. and valid Driving License of the Driver available all the times.
2. The Directorate Wing of OLL & Culture Department shall not be responsible for any damage/loss caused to the hired vehicle or loss of life/injury made to any person or damages to any property on account of use of the hired vehicle in any manner whatsoever. The hirer shall be responsible for all such litigation.
3. The bidder will have to submit an undertaking regarding non involvement of the vehicle and Driver in any case registered in any offices/ police station within the territory of India at **Annexure-B**. Successful bidder shall submit the character and antecedent certificates obtained from the local police establishments in respect of the Drivers within one month of signing of the agreement or engagement of the vehicle whichever is earlier before the Tender Inviting Authority.
4. The Driver should be well-trained and well conversant with the roads and routes and adjoining areas as well as having good eyesight, devoid of bad habits and having proper valid license. The Driver should observe all etiquette and protocol while performing duty and shall be neatly dressed as well as carry a cell phone in proper working condition for which no separate payment shall be made by the Tender Inviting Authority. The Driver should always remain with the vehicle during his entire duty hours.
5. It shall be the responsibility of the bidder to provide a good Driver and the remuneration of the Driver shall be borne by the Owner. The service provider shall also comply with the provisions of Labour Law, EPF, ESI and Minimum Wages Act as applicable and other statutory provisions.
6. In case of breakdown for reasons whatsoever, another vehicle of the same or better model shall be provided by the bidder immediately.
7. In case, the Driver along with the vehicle does not report regularly, the Authority shall be at the liberty to cancel the agreement and may engage vehicle from other source.
8. The vehicle shall be reported for duty for minimum 25 days in a month.
9. In case of emergency, the Driver will have to report for duty as per the requirement of the hirer even on Govt. holidays. No extra payment shall be demanded for this purpose.
10. The hiring charges to be paid on monthly basis is final; but will not include cost of fuel which is to be paid separately basing on actual consumption and as per the existing Government norms. All the expenditure of the vehicle towards repair, replacement of spare parts, lubricants of the Engine, Gear Box and different Coolant, Tyres, Tubes, Battery, etc. will be borne by the successful bidder.
11. Monthly hire charges and reimbursements towards cost of fuel (as per actual) and lubricants (as per Govt. norms) of the selected bidder will be paid in every succeeding month as far as possible within fifteen days of submission of the bills by the service provider and in no case advance payment will be made.
12. The vehicle shall not be more than 3 years old from the initial registration and in good running condition during the period of Agreement. Vehicle older than seven years should be replaced by a new vehicle by the Service Provider, if Agreement is extended beyond initial period of engagement.
13. The vehicle shall be kept under optimum running condition and avoid accidents attributable to lack of maintenance/upkeep. The hired vehicle cannot be used for any private / commercial purpose beyond office hours or during holidays.

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14. Hiring shall be limited to the ceiling of maximum of 2500Kms in a month.
15. If the services of the vehicle or Driver are found to be unsatisfactory, the client shall have liberty to give one month notice for termination of the Agreement.
16. In case, the service provider intends to withdraw the services of his vehicle and terminate the Agreement, it will be obligatory for him to give one month notice before such withdrawal of service and termination of the agreement.
17. If the bidder violates any of the terms of Agreement, Government shall forfeit the entire security deposit.
18. The Drivers who are supposed to be engaged by the bidder shall have no right in any manner for any claim as per "Employer-Employee Relationship" with the Tender Inviting Authority nor shall be entitled to claim other facilities as admissible for regular/ contractual/outsourced employees.
19. The tenders also called as bids which are not submitted in prescribed format or in prescribed manner shall be rejected by the Tender Inviting Authority. The decision in this regard by Tender Inviting Authority shall be final and binding on the bidder.
20. A bid once submitted cannot be withdrawn. The bidder or his authorized representative (one person only) will be allowed to be present at the time of opening of the tenders. They shall not be allowed to participate in any deliberations. However, clarification, if any, required by the Tender Inviting Authority shall be provided by the bidder(s).
21. Non-submission of any of the required documents or information will attract rejection of the submitted bid. The decision in this regard by the Tender Inviting Authority is final and binding on the bidder(s).
22. In case, two or more bidders are found to be equal, then preference shall be given to the bidder having of more experience in providing similar service in Central Govt./State Govt./PSUs.
23. The bidder should have neither been blacklisted by any Central/ State Government/ Local Bodies/ Public Sector Undertakings nor remarked adverse by any Hon'ble Courts of Law during the last five years prior to this bid.
24. A following affidavit in shape of undertaking to this effect shall be submitted by the bidders. "I/We on behalf of M/s\_\_\_\_\_, address\_\_\_\_\_GSTN\_\_\_\_\_ hereby undertake that my/our entity has neither been blacklisted by any Central /State Government/ Local Bodies/ Public Sector Undertakings nor remarked adverse by any Hon'ble Courts of law during the last five years prior to this bid."
25. Proper Log Book in the prescribed format shall be maintained by the Service provider. Kilometers run and fuel filled up shall be recorded in the relevant columns of the Log Book on daily basis. The same shall be verified by an authorized Officer of the respective establishment before drawal of fuel charges.
26. Successful Bidder shall have to enter into an agreement with the Director of the Odia Language, Literature & Culture Department before issuance of the Work Order and subsequent engagement of the vehicle. The proposed vehicle must be provided w.e.f 01.03.2025 failing which the Agreement shall deem to be cancelled at the discretion of the Tender Inviting Authority.
27. The Tender Inviting Authority reserves all rights to decide the requirement of number of vehicle to be hired on the basis of actual requirements/need at any point of time.
28. The Office of the Director, Odia Language, Literature & Culture Department reserves all rights to cancel the bidding process at any stage without assigning any reason thereof.
29. The Tender Inviting Authority shall have the discretion to terminate the Agreement at any time if the service provider fails to comply with the statutory provisions as well as the terms and conditions or the service is found to be unsatisfactory. In such circumstances of termination of the Agreement, the service provider shall have to stop the services immediately and the charges up to the date of termination of service shall be recouped on production of bills/documents by the Bidder.

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**ANNEXURE-B****GENERAL INFORMATION OF VEHICLE PROPOSED FOR HIRING**

1	Name of the Service Provider	
2	Complete Address	
3	OGST Number	
4	GeM Registration Number	
5	Bank Account Number and IFSC Code	
6	Registration No. of the Vehicle (Copy to be enclosed)	
7	Year of Manufacture	
8	Make & Model with AC	
9	Date of Registration	
10	Name & complete Address of the Owner of the Vehicle	
11	Fitness Certificate Validity	
12	Pollution Certificate Validity	
13	Permit Validity	
14	Insurance Validity	
15	Name/ Address of the Driver	

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16	D.L. No. & Validity of the D.L. of the Driver (Copy enclosed)	
17	Proposed hire charge of the vehicle per month excluding fuel cost	
18	Rate of fuel consumption/ Mileage per litre	
19	Total distance run in Kilometer as on the date of bidding	
20	Contact Number of the Service Provider (Tenderer)	
21	Contact Number of the Driver	
22	Aadhar/ Voter ID/ PAN No. of the Driver (Copy to be enclosed)	

**CERTIFICATE**

- i. Certified that the above vehicle bearing Regn. No. \_\_\_\_\_ has not been involved in any case registered in any Office/Police Station within the territory of India.
- ii. Certified that the above Driver, Sri \_\_\_\_\_ has not been involved in any case registered in any Office/ Police Station within the territory of India.
- iii. Certified that the information submitted above is true to the best of my knowledge and belief.

Seal & Signature of the Tenderer

Place:

Date:

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